

Implementing Procedures for Distance Learning Stand-alone Self- Development and Mission Immediate Training Courses

1. Self-development is one of the pillars of Army training (along with individual training, combat training centers, and operational assignments). It is a planned, competency-based, process used by individuals to acquire new skills and enhance previously acquired skills, knowledge, and experience. The process improves readiness and increases the individual's potential for progressively more complex and higher-level assignments.
2. Self-development training includes both self-motivated training (i.e., training which an individual voluntarily undertakes at his or her own initiative) and directed training (i.e., training which an individual is required to take to improve individual or unit readiness, develop supporting technical skills, maintain proficiency, or ensure knowledge and understanding of a policy, program, or system.)
3. Self-motivated training includes formal Army courses and instructional units (i.e., quota-managed courses) that may be taken as stand-alone courses by individuals at their own volition. These courses are normally listed in the Army Training Requirements and Resources System (ATRRS), or the annual Training Catalog maintained by the Army Civilian Training, Education, and Development System (ACTEDS). It also includes adult education and college courses available through the Army Continuing Education System (ACES) and the Army University Access Online (AUAO) program.
4. Directed training includes:
 - a. Common Military Training (CMT), which covers subject areas directed by law or by HQDA. CMT is required for all leaders and soldiers at specific organizational levels. Proficiency in those subject areas is necessary regardless of career field, rank, or grade. Examples of CMT subjects are Code of Conduct, Military Justice, and Equal Opportunity/Sexual Harassment/ Fraternization.
 - b. Common Task Test (CTT) training, which prepares all soldiers for routine evaluation of their proficiency in the performance of fundamental combat and survival tasks at a given skill level. Example subjects are weapons qualification, NBC Defense, and first aid.
 - c. Soldier Training Courses, which may be established by unit or installation commanders to supplement unit training and sustain soldier skills. The courses follow programs of instruction (POI) developed by the proponent MACOM schools. Example subjects are Generator Operator, Fuel Handlers, Forklift Operator, Unit Armorer, and Unit Postal Clerk.

Implementing Procedures for Distance Learning Stand-alone Self- Development and Mission Immediate Training Courses

5. Mission immediate training or education may be directed by Headquarters, Department of the Army (HQDA) and major Army commands (MACOM), or requested by unit commanders, to prepare units and individuals for immediate mission requirements such as activation, mobilization, or deployment of individuals, teams, or units. Due to time constraints this training or education cannot be managed or scheduled through the normal quota-managed Structure and Manning Decision Review/Training Requirements Analysis Process (SMDR/TRAP). However, course completion data will be captured by the ATRRS and reported to the appropriate military personnel records service center.

6. Preparing courseware for stand-alone DL training.

a. Determine the type of instructional unit to be made available for stand-alone DL training, i.e., lesson or module from a quota-managed course, non-quota-managed course, functional course, or other type of training. If a course must be developed solely to serve a self-development or mission immediate DL training need, a detailed plan for its development and implementation must be prepared in accordance with TRADOC Regulation 350-70 to ensure it is compatible with the DL system.

b. If an instructional unit required for stand-alone training is part of an existing DA-directed or quota-managed course, its implementation plan must be reviewed and adjusted, as necessary, to support self-development or mission immediate training purposes.

c. Coordinate the implementation plan with HQ, TRADOC to ensure it can be supported by the DL system.

d. In developing or modifying the implementation plan, the following actions must be accomplished:

(1) Validate or update the training need, mode of instruction, delivery media, and course pre-requisites.

(2) Ensure training product information is included in the Defense Automated Visual Information System (DAVIS) and the Defense Instructional Technology Information System (DITIS).

e. The implementation plan must answer the following questions:

(1) How will the course be delivered (e.g., web-based training (WBT), video teletraining (VTT), CD-ROM)?

(2) If WBT is used, are any video-clips included that require large bandwidth? If so, has the video been tested to determine if it can be downloaded to a DL workstation from a remote server in a reasonable amount of time?

Implementing Procedures for Distance Learning Stand-alone Self- Development and Mission Immediate Training Courses

- (3) If WBT is used, where will the host server be located and who will control it?
- (4) If the courseware is CD-ROM-based, is it completely stand-alone or is a learning management system (LMS) required to properly deliver or manage it?
- (5) Will the stand-alone training be included in any catalogs? If so has a course description been provided? If not, how will the training be publicized?
- (6) Can students enroll on-line through the ATRRS? If not, how will they enroll?
- (7) If there are there prerequisites for this training, how will training administrators verify that they have been met?
- (8) From what locations may students access the courseware (i.e., home, DTF, unit, Army learning center)?
- (9) How will the confirmation of training approval be provided to the student, the supervisor, the Army Training Support Center (ATSC), and, when applicable, the training location?
- (10) How will successful completion of the training be certified and who will be informed?
- (11) Who will provide administrative and instructor support and how will it be provided?
- (12) If learner-instructor or learner-learner collaboration is required what type will be used (e.g., chat, VTT, Email)?
- (13) Is local support at the learner's site required (e.g., equipment, practical exercises, mentoring, test monitoring)?

7. Obtain approval for new stand-alone training or implementation of existing courseware for stand-alone training. The approval/implementation process should include as a minimum the proponent school and HQ, TRADOC (TDAD, ITD, ATSC, DCSED, and TOMA). When approved, submit course information into the ATRRS and to ATSC for inclusion in the Reimer Digital Library (RDL).

8. When required, the TRADOC DCST approves funding for courseware development. If approved by the DCST, funds will be released via a Fund Allowance Document (FAD) to the Commander, ATSC.

Implementing Procedures for Distance Learning Stand-alone Self- Development and Mission Immediate Training Courses

9. Develop or redesign courseware and training materials as necessary to implement stand-alone training of the instructional unit.

10. Forward completed courseware and training materials to ATSC along with a Course Management Plan, Student Evaluation Plan, special instructions, and any other materials required by TRADOC Regulation 350-70.

11. The ATSC will load course materials into the RDL or provide a link to the Regional Training Access Center (RTAC) where the materials are stored. The ATSC (ITSD) will replicate and store any student administrative instructions and training support materials received from the proponent schools and prepare to ship them to new students.

12. Help Desk Operations.

a. The ATSC at Fort Eustis, VA operates a primary help desk to respond to DL administrative issues and questions concerning the Reimer Digital Library. The telephone number is 1-800-275-2872 (1-800 ASK ATSC) and the hours of operation are from 0730 to 1700 Eastern Time Monday through Friday. Callers requesting information concerning course content will be instructed to call the appropriate training provider.

b. The training providers will arrange to respond to questions concerning course content from students enrolled in their respective courses or phases. These arrangements shall be coordinated with the ATSC so that calls can be properly routed.

c. The Program Manager (PM) TADLP at Fort Eustis, VA, provides technical assistance for hardware or software installed in TADLP DTFs. Assistance is available 24 hours a day, 7 days per week, through direct call or by paging system. The telephone numbers are 1-877-815-9861 (toll free) or locally at (757) 878-4745.

13. Student Management. The following procedures govern management of students who elect to participate in non-resident, self-study courses through DL means for the purpose of self-development. Courses may be for individual or group study.

(NOTE: All members of the DoD community can access ATRRS and register for training using the Self-Development System. Within the DL program, courses may be designated for self-development. This means that individuals may register themselves for those courses. The Self-Development System provides a searchable catalog of all self-development courses. With a few mouse clicks, students can easily find the course they want and complete the registration form. For web-based courses, the confirmation will contain a direct link to the courseware provider. Select the [Self-Development System](http://www.atrrs.army.mil/channels/selfDev/) [www.atrrs.army.mil/channels/selfDev/] link or the [Soldier Information](http://www.atrrs.army.mil/channels/dlnews/usersManual/section2.doc) [www.atrrs.army.mil/channels/dlnews/usersManual/section2.doc] section of the User's Manual in the index to preview this system.)

Implementing Procedures for Distance Learning Stand-alone Self- Development and Mission Immediate Training Courses

- Step 1: Interested personnel access the ATRRS homepage and search the Army Formal Schools Catalog on-line for courses or units of instruction that are available for self-development training (<http://www.atrrs.army.mil/atrrscc>). The catalog also contains school information, class schedules, and courses available through the Army Correspondence Course Program (ACCP). Army members may also identify training courses available for self-development through supporting programs such as the ACTEDS and tuition assistance programs available through the ACES, the AUAO, and the University Alliance.
- Step 2: Potential students locate a course and desired class date from those listed in the Schools Catalog. Classes that indicate a starting date at the beginning of the fiscal year (1 Oct) and an ending date at the end of the fiscal year (30 Sep) are open for enrollment year round. Having identified a desired course, members click on the course title to link to the application form for that course in the ATRRS Self-Development Application System.
- Step 3: Authorized personnel (i.e., military and civilian members of the DoD community) must have a valid LOGONID and password to enter the ATRRS Self-Development Training Application System. Those without a LOGONID access <https://www.atrrs.army.mil/help/online.asp> for instructions on how to obtain a LOGONID and password. Once a LOGONID and password are obtained, members can log onto the application system at <https://www.atrrs.army.mil/channels/selfdev/>. They follow the instructions to select a course and class and apply for enrollment. They enter their mailing address, unit contact information, Email address, and their supervisor's contact information. The provided course information indicates if the course may be taken at home or at a Digital Training Facility (DTF). Individuals desiring or required to receive training at a DTF must notify the DTF manager of the class starting date to ensure a seat is available at the facility at that time. (NOTE: Students desiring to enroll in self-development courses not managed by the ATRRS follow the procedures established for the program in which they are interested. Civilian employees may access the ACTEDS Training Catalog at <http://www.cpol.army.mil/train/catalog/toc.html> to identify available training opportunities. Eligible personnel may apply for a course at http://www.cpol.army.mil/george/actedscatalog/pop_form3.cgi. Military personnel may find information about continuing education and college degree programs at ACES <http://www.armyeducation.army.mil/>, AUAO at <http://www.earmyu.com/>, and the University Alliance at <http://www.universityalliance.com/>.)
- Step 4: Confirmation of the registration is immediately sent via email to the student and the student's supervisor. The ATRRS also notifies ATSC (ITSD) of the confirmed reservation and the soldier's verified mailing address.
- Step 5: Within five working days of the receipt of the confirmed reservation from the ATRRS, ATSC (ITSD) sends out training/training support material,

Implementing Procedures for Distance Learning Stand-alone Self- Development and Mission Immediate Training Courses

Step 6. Students complete course work and take required examinations. Schools use whatever testing method they are capable of using to create and grade tests. For the interim, schools will continue to use their current tests and comply with the Interactive Multimedia Instruction (IMI) grading policy. For examinations residing in TREDs-R, test scores are recorded in TREDs-R and provided to the student by ATSC (ITSD). The TREDs-R transmits a performance file to the ATRRS indicating if the student passed or failed the examination.

Step 7: The ATRRS issues a DA Form 1059 to notify all concerned, including the personnel records custodian, of the soldier's successful completion of the course. The soldier's personnel records are then updated in accordance with AR 600-8-104, *Military Personnel Information Management/Records*.